



Guidance Notes for Completing the Job Application Form

Why it is important to follow these guidance notes.

Thames Hospice wishes to ensure that the people it selects for interview are the most suitable for the posts, as advertised. We have a printed application form for this purpose that is also available electronically via the Hospice website (www.thameshospicecare.org.uk) or by emailing hroffice@thameshospice.org. Reading the following notes will assist you in completing the application form correctly.

If the application form is not completed correctly then your application may not be considered.

1. All candidates need to submit a completed application form. Please do not submit Curriculum Vitae (CVs), either alone or as a supporting document as these **WILL NOT BE ACCEPTED**.
2. The application form should be completed in BLACK INK and either hand written or typed.
3. **Employment History:**

In this section you need to show your current or most recent employer, the nature of the role you held and your reason for leaving. You will also need to include of all your previous employment starting with the most recent post held first and working backwards in time, if the role is subject to a Disclosure and Barring Service check.

If the role is not subject to a Disclosure and Barring Service check, it is only necessary to provide your employment history for the past ten years.

If you are applying for a role which involves working with vulnerable adults it is essential you explain any gaps in your employment history.

4. **Education, Qualifications and Training:**

Only include those educational or professional qualifications relevant to the post you are applying for. You will be asked to produce evidence (original copies) of these qualifications at interview, if short listed to attend. You should also include any qualifications you are currently undertaking or studying for but only those relevant to the application.

5. **Supporting statement: This is an important section of the application form!**

This part of the application form requires you to give details of relevant experience and explain why your skills, experience and knowledge would make you a suitable candidate for the post. In this section you will need to refer to the person specification provided for the post you are applying.

Where possible, state how your skills, experience and knowledge match those criteria listed in the person specification. Explain how you feel that you meet the criteria.

6. **Referees:**

You need to provide the details of **two referees**. If you are currently employed, then you will need to give details of your current employer, preferably your line manager. If you are not currently working, then you should state your most recent employer or the educational institution that you have recently attended and the name of the head of department or somebody who can provide a reference for you. Employment references must cover a period of at least 12 months. Therefore, more than one employment reference may be required. Your second referee should be a person who can comment on your suitability for the post you are applying for.

This cannot be a member of your family and must have known you for a minimum of three years.

Referees for short listed candidates may be contacted prior to interview **unless** you have specified that your first referee should **NOT BE** contacted at this stage. Thames Hospice reserves the right to contact any previous employer(s) to verify information given on the application form and also reject applications due to unsatisfactory references. All offers of employment are subject to receipt of satisfactory references and following your interview, if you are appointed to the position, your named referees will be contacted.

7. **Criminal Records:**

For appropriate positions, which involve working with vulnerable adults, it is Thames Hospice policy to obtain disclosures from the Disclosure and Barring Service. This process is initiated only once an applicant has been made a conditional offer of employment.

9. **Equality, Diversity and Race Equality Recruitment Monitoring:**

The Equal Opportunities form attached to the application form relates to equality, diversity and race equality recruitment monitoring. Details given within this section of the application are detached upon receipt by a member of the HR team and not given to the short listing panel.

Thames Hospice, as an equal opportunities employer, monitors their recruitment in terms of equal opportunities and requests that applicants fully complete this page. It will be processed by a member of the HR team in the strictest confidence and entirely separate from your application for employment. Information given on this form will therefore not affect the outcome of your application in any way.

10. **Data Protection and your application:**

Information given and provided on the application form will be held both electronically (within the HR department's electronic recruitment system) as well as manually within a secure filing system. This is to adhere to the Data Protection Act 1998 and also that Hospice policies and procedures are followed. This also applies to any further information received from the applicant if subsequently appointed to the post following interview.

There is no requirement to send copies of CVs or qualifications/certificates held by applicants with the application form.

11. Acknowledgement of applications:

Please ensure that the correct postage is paid if returning your application form by post. Any applications received without the correct postal rate being applied will not be honoured by the Hospice.

All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified). In order to assist us in contacting you if you are short listed, please provide a day time telephone number on your application form where you can be reached.

Thank you for your interest in working for Thames Hospice.